

Professional Engineer Registration Application by Exam Instructions

What are the requirements?

- A minimum of 8 years of approved engineering experience. A maximum of 5 years of education may be credited towards the experience.
- You must have successfully completed the EIT* exam.
- You must take and pass the Washington Law and Ethics exam.

*You can apply to waive the EIT exam, if you have an ABET approved degree in engineering plus 12 years of verifiable experience after getting your degree.

How do I apply for the Professional Engineer's exam in Washington State?

- 1.** Send the fee and pages 2, 3, and 4 to the Board's address. Make your check or money order payable to the **Washington State Treasurer (WST)**.
- 2.** Complete the Experience Description/Verification forms, and send them to the person(s) verifying your experience. The person verifying will send the forms directly to our office.
- 3.** Request an official transcript be sent to our office if you want any education credited towards the requirements. Photocopies are not acceptable.
- 4.** Send the License or Exam Verification Request form to the state board where you took the Fundamentals of Engineering (EIT) exam. If you have taken and passed the EIT exam in Washington State, do not complete this form.
- 5.** Once you have been approved for the exam, you will receive:
 - a.** The Law and Ethics exam you must take and pass before a license will be issued.
 - b.** A letter with information to schedule your exam with Engineering and Land Surveying Examination Services (ELSES). **Do not** schedule with ELSES until you receive your approval letter from us.



Professional Engineer Registration Application by Exam

FOR VALIDATION ONLY

Make check or money order payable to: State Treasurer

Send this application with your \$65.00 fee to:

P. O. Box 9048

Olympia, WA 98507-9048

Your wall certificate will have the same name you list on this application (they will appear in the proper order).

Please type or print clearly in dark ink

Applicant's name <i>(last, first, middle)</i>			Maiden name <i>(if any – will not appear on cert.)</i>		
Social Security no. <i>(RCW26.23.150)</i>		Birth date		Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	
Branch of engineering in which licensure is desired					
Mailing address		City		State	Zip County
Present position		Business name			
Business location address		City		State	Zip County
Business telephone no. ()		E-mail address		Residence telephone no. ()	
Has any court or licensing jurisdiction taken action against you for your practice in Engineering or Land Surveying? If yes, please attach explanation on additional sheet. <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of, pled guilty to, or entered a plea of <i>nolo contendere</i> to any criminal offense? If yes, please attach explanation on an additional sheet. <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you requesting to waive the EIT exam <i>(reference WAC196-12-050)</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Once filed, this application is a public record and is subject to public disclosure. RCW 42.56

APPLICANT'S NAME:



Educational Background

Name and location of colleges, universities, technical schools	Dates of attendance		Curriculum	Degree/date
	From	To		

Previous and Current Registration

Have you filed an application with this office within the last 5 years? ☐ Yes ☐ No

If yes: ☐ EIT ☐ PE ☐ PLS Date applied: _____ Cert. no. _____

☐ Written EIT exam in state of _____ ☐ Written PE exam in state of _____

☐ Written SE exam in state of _____

Number(s) and date(s) of original certificate(s): PE no. _____ State _____ Issue date _____

EIT no. _____ State _____ Issue date _____

SE no. _____ State _____ Issue date _____

Is certificate now in force in original state? ☐ Yes ☐ No If not, why? _____

Engineer References – Give names and addresses of five references (*not relatives*), at least three of which shall be registered professional engineers, having personal knowledge of your character and professional reputation.

Name	Position	Address/City/State	Certificate No.
1.			
2.			
3.			
4.			
5.			

Certification

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signature **X** _____ Date _____

Please list all of your employers below beginning with the most recent. This list is to include the entire time from leaving college (if applicable) or beginning your engineering career to the present time. Those periods while in school, unemployed, or non-engineering work must also be included. If not verifying, indicate "NO".

[illegible]

Professional Engineering Experience and Verification

Forms may be photocopied for additional events

Instructions for Applicant

After completing the work experience descriptions on the following pages, send the work experience descriptions and this form to the person verifying your engineering experience for that period of time. Additional sheets may be attached, if needed, but please identify the categories (A-H) you are describing.

Work Experience Information – to be completed by applicant

Applicant's name _____

Verification no. (from page 4) _____ Branch applying for: _____

Employed by _____

Job title _____ Employed from _____ to _____ Average hours per week _____

Supervisor's name and title _____

Supervisor's business address _____

City _____ State _____ Zip _____ Telephone no. (____) _____

Who is required to verify an applicant's experience?

- In most cases, experience is to be gained under the direct supervision of a professional engineer.
- An exemption is in law for those applicants working in the **manufacturing industry**. Experience is not required to be gained **under** the supervision of a professional engineer, but there does need to be a PE employed by the firm. If this is the case, please indicate the name and license number of the PE at the time of your employment. Your direct supervisor would do the actual verifying.

Name and License No. of the PE _____

- If employed by the Federal Government, it is not required that an applicant be gaining experience under a professional engineer. The experience **does need** to be verified by the direct supervisor.

Instructions for Applicant's Experience Verifier

Once completed, return this form and the attached work experience descriptions directly to the Board at :

**Washington State Board of Registration for
Professional Engineers and Land Surveyors
P.O. Box 9025
Olympia, WA 98507-9025**

Once filed, this application is a public record and is subject to public disclosure. RCW 42.56

Administrative services provided by the Department of Licensing which has a policy of providing equal access to its services. If you need special accommodation, please call (360)664-1575 or TTY (360)664-8885.

Work Experience Information – to be completed by experience verifier



Your name _____ Applicant's name _____

If you are not the applicant's supervisor for this event, please explain your working relationship to the applicant, and the basis upon how you are able to provide this verification

If you are not a **licensed** professional engineer, under what authority are you verifying experience?

(federal agency, exempt corporation, etc.) _____

Number of years of engineering experience you have: _____

Do you feel qualified and prepared to verify the experience in the categories A through H listed below? ☐ Yes ☐ No

Do you agree with the applicant's employment time and hours worked? ☐ Yes ☐ No

Do you agree with the applicant's description of work/duties? ☐ Yes ☐ No

If no, please explain:

Work Experience Descriptions – to be completed by applicant

Instructions – WAC 196-12 requires eight (8) years of broad based, progressive experience in engineering work under the direct supervision of a person authorized by Chapter 18.43 RCW, or other applicable statute to practice engineering, of which a minimum of four (4) years shall be in a position of making independent judgements and decisions under the general guidance and direct supervision of an authorized professional. This experience is broken down into eight categories (A-H) for each event. When describing your experience for each event and applicable category, be specific about your contribution to engineering projects. Avoid terms like "participated in", "involved with", or similar generalities. State your exact duties. One detailed example for each applicable category will be adequate.

General Job Descriptions

Describe your experience in:

A. Formulating conclusions and recommendations.

B. Identifying design and/or project objectives.

General Job Descriptions – continued



Describe your experience in:

C. Identifying possible alternative methods and concepts.

D. Defining performance specifications and functional requirements.

E. Solving engineering problems.

F. Interacting with professionals from other areas of practice.

G. Effectively communicating recommendations and conclusions.

H. Demonstrating an understanding and concern for energy/environmental considerations and sustainability of resources.

Work Experience Information – continued – to be completed by the experience verifier



During this employment time, how long has the applicant been in a position of making engineering judgments and decisions? _____ years/months

Please check the **categories** listed below in which you believe the applicant is competent and prepared to be examined for admission to the profession.

- | | |
|---|---|
| <input type="checkbox"/> A. Formulating conclusions and recommendations | <input type="checkbox"/> E. Solving engineering problems |
| <input type="checkbox"/> B. Identifying design and/or project objectives | <input type="checkbox"/> F. Interacting with professionals from other areas of practice |
| <input type="checkbox"/> C. Identifying possible alternative methods and concepts | <input type="checkbox"/> G. Effectively communicating recommendations and conclusions |
| <input type="checkbox"/> D. Defining performance specifications and functional requirements | <input type="checkbox"/> H. Demonstrating an understanding and concern for energy/environmental considerations, and sustainability of resources |

RCW 18.43.040 states that no person shall be eligible for registration as a professional engineer, who is not of good character and reputation. If you have any belief that this applicant does not satisfy this requirement, please explain:

Would you recommend this applicant for licensure if requirements are met? ☐ Yes ☐ No

X

Signature

Date

License No.

State

License or Exam Verification Request

TO: Board of Registration for Professional
Engineers & Land Surveyors
Post Office Box 9025
Olympia, WA 98507-9025

Name: _____
E-mail: _____
Address: _____

E-mail: npham@dol.wa.gov

FROM (state board & address):

SSN: _____
Birthdate: _____

I: The above named person was certified or licensed as:

	Certificate Number	Date Issued	Valid Until
<input type="checkbox"/> Engineer-in-Training	_____	_____	_____
<input type="checkbox"/> Professional Engineer	_____	_____	_____
<input type="checkbox"/> Structural Engineer	_____	_____	_____
<input type="checkbox"/> Land Surveyor-in-Training	_____	_____	_____
<input type="checkbox"/> Professional Land Surveyor	_____	_____	_____
<input type="checkbox"/> Other _____	_____	_____	_____

II: Basis of licensure

		Hours	Results	NCEES	Exam Date
1. <input type="checkbox"/> Written Exam	FE	_____	_____	_____	_____
	PE	_____	_____	_____	_____
	STR	_____	_____	_____	_____
	FLS	_____	_____	_____	_____
	PLS	_____	_____	_____	_____
State Specific/Other:	_____	_____	_____	_____	_____
Exam/Discipline	_____	_____	_____	_____	_____
2. <input type="checkbox"/> Oral Exam		_____ Hrs. PE		_____ Hrs. PLS	
3. <input type="checkbox"/> FE/FLS Accepted From:	_____				
<input type="checkbox"/> PE/PLS Accepted From:	_____				

III. Questions

- Has any disciplinary action ever been taken against this applicant? ☐ Yes ☐ No
- If yes, has this disciplinary case been satisfied to the board's requirements? ☐ Yes ☐ No
If no, give details _____
- Was the NCEES Cut-Score used? ☐ Yes ☐ No – If no, please explain _____

IV. Remarks

SEAL

By: _____ Title: _____